

2008 PROJECT PROFILE AND VOLUNTEER ACTIVITY (PPVA) DATA COLLECTION

SENIOR COMPANION PROGRAM (SCP)

EGRANTS INSTRUCTIONS FOR GRANTEES

The following instructions with eGrants screen shots walk you through completing the PPVA report. Please see the separate “Help Text” document for descriptions of each field.

1. All of the fields on the PPVA form are required. Each field must be completed in order to submit the PPVA report. If there are no numbers to report for a particular data field, please enter a “0”.
2. **Please be sure to scroll down** to the end of each category to ensure all required fields are filled-in.
3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your Corporation State Office.
4. To print a copy of the PPVA report, click on the **“Print PPVA”** button on the “Review and Submit” screen.

Step (1) Log on to eGrants phase II: goto, www.nationalservice.gov, and click on “eGrants” under “For Organizations”:

About Us	For Organizations	For I
<ul style="list-style-type: none">▪ Volunteering in America▪ Our Role and Impact▪ Our Programs▪ Newsroom▪ Media Kit Materials▪ National Service Calendar▪ Make a Donation▪ Employment▪ Search▪ Contact Us More About Us	<ul style="list-style-type: none">▪ How Can National Service Help Our Organization?▪ Which Program Is Right for Our Organization?▪ New Funding Opportunities▪ Manage Current Grants and Projects▪ Find Volunteers and Members▪ Tools, Training, and Information▪ For Faith-Based and Other Community Organizations▪ Frequently Asked Questions More for Organizations	<ul style="list-style-type: none">▪ Why▪ I'm I▪ Ben▪ Frec▪ Curr▪ Volt▪ Spre More
	eGrants	



**Serving
Communities and
Country**

HOME

About Us

For Organizations

For Individuals

Our Programs

eGrants

eGrants Home

- + Introduction to eGrants Phase II
- + Help / Assistance
- + Notices of Funding Availability
- + Feedback
- + Hours of Operation
- + Be a Peer Reviewer

National Service in Your State

Select a State

National Service Websites

Other National Service Websites

National Service Newsletter

Enter Email Address

Subscribe

Site Tools

Grab a Widget!

WIDGETS

Subscribe to RSS / XML Feeds:

SUBSCRIBE

Google Translate

Select Language

Gadgets powered by Google
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Partnering to Answer
the President's Call
to Service

eGrants

Welcome to eGrants

eGrants is the Corporation for National and Community Service's web-based system for:

- Submission and tracking grant applications and concept papers;
- On-line grant application peer review;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, and continuations;
- Creating, submitting and editing your recruitment listings;
- Selecting applicants and searching for applicants;
- Approving project transportation (V-81) forms (VISTA only); and
- Financial Status and Progress Reporting.

[Click here](#) to link to the eGrants / My AmeriCorps Training and User Support page within our Resource Center website.

Former AmeriCorps Recruitment and Placement System (ACRPS) users [click here](#) for information about using the new recruitment functionality in eGrants.

eGrants System Status

as of Tuesday, October 14, 2008

SYSTEM OPERATING NORMALLY

Scheduled eGrants System Outages

as of Tuesday, October 14, 2008

There are currently no scheduled system outages for eGrants.

Help Desk Information:

Phone: 888-677-7849

Email: egrantshelp@cns.gov

Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

**Please click here
to Use eGrants**

After logging onto Grants Phase II you will see the following screen.

Step (2) Select the **PPVA screens** under **Grant Management**. This will bring up the PPVA screen.

Welcome Elizabeth 8/2/2005, 11:39 AM, EDT		
eGRANTS MESSAGES Welcome to eGrants!		
MY GRANTS/APPLICATIONS <ul style="list-style-type: none"> View all application/grants 17 Awarded 1 Submitted to CNCS 1 Scheduled for Review 		
Start a New Application Click the links below to begin a new grant application or concept paper. <ul style="list-style-type: none"> Start a New Application Start a New Concept Paper 	My Account Click on the links below to access common account functions. <ul style="list-style-type: none"> My Account Equal Opportunity Survey 	Grant Management <ul style="list-style-type: none"> Create Continuation Amendment Financial Status Report Progress Report PPVA Report

508 Approved | [Report a Bug](#)

Step (3)

- Select the most current **grant number** and “**edit PPVA** **view PPVA**” will appear on the right column.
- If another grant number is selected only “**view PPVA**” will be seen. Select “**edit PPVA**” to fill-out the PPVA screen.

Senior Corps PPVA				Welcome Ulises
Grant #02SCAMA001				
Grant #02SRAMA042				
Grant #05SCAMA001				
Grant #05SRAMA002				
Grant #08SCAMA001				
Reporting Date	Due Date	Extension Date	Status	
07/01/2007 - 06/30/2008	11/30/2008		PPVA Report Reviewed by CNCS	edit print
Grant #08SRAMA004				

508 Approved | [Contact Help Desk](#) | [disable the pictures](#)

Step (4) The first screen shows the **Reporting Period** for PPVA: **July 1, 2007 – June 30, 2008** and the **Due Date, November 30, 2008**.

You can move to different sections of the report by clicking list in the left column or by clicking the “next” button as you finish each screen. Data is automatically saved by clicking “next”.

Project Information Report [Cancel] [Save] [Next >]

Senior Corps PPVA

- Demographics
- Service Information
- Client Information
- Special Needs Served
- Stations
- Review and Submit

Grant Info

Grant #: 08SCAMA001

Project Period
01/01/2008 - 12/31/2010

For information about the Project Profile and Volunteer Activity (PPVA) Report ?

Senior Corps PPVA

Grant# 08SCAMA001 - SCP

Due Date: 11/30/2008

Status: PPVA Report Reviewed by CNCS

Reporting Period: 07/01/2007 - 06/30/2008

- ☒ Project has Internet Access
- ☒ Project Serves More than One State
- ☐ Project Started as Non-CNCS Funded
- ☒ Project is Statewide or Multi-City

Step (5) “Demographics” is the first data category. Fill in the number of volunteers in each field.

Note: The total in each section should equal the total number of volunteers for the project. Help Text is available on the screen to explain each PPVA data category.

Demographics

Service Information

Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SCAMA001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

City of Boston-Elderly Affairs
Comm
One City Hall Plaza
Rm 271
Boston, MA 02201

the PPVA report. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.
For more Information click here ?

Age Group	# of Vols
60 to 62	<input type="text"/>
63 to 65	<input type="text"/>
66 to 74	<input type="text"/>
75 to 84	<input type="text"/>
85 and over	<input type="text"/>
Gender	# of Vols
Female	<input type="text"/>
Male	<input type="text"/>
Ethnicity	# of Vols
Hispanic or Latino	<input type="text"/>
Non-Hispanic or Non-Latino	<input type="text"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Pacific Island	<input type="text"/>
White	<input type="text"/>

Step (6) SCP Service Information. Fill in the number of volunteers in each field.

Service Information

Client Information
Special Needs Served
Stations
Review and Submit

Grant Info

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Rm 271
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Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here 2

Volunteers	# of Vols
Total number of Volunteers	<input type="text"/>
Total Number of Non-Stipend Volunteers	<input type="text"/>
Total number of Volunteers who served in private homes	<input type="text"/>
Total number of hours served	<input type="text"/>
Applicants	# of Vols
Turned away as over income	<input type="text"/>
Turned away as age 59 or younger	<input type="text"/>
Volunteers Separated	# of Vols
Employment, moved, family, new interests	<input type="text"/>
Health problems, death	<input type="text"/>
Transportation problems	<input type="text"/>
Income became over allowable guidelines to receive stipend	<input type="text"/>
Poor performance	<input type="text"/>
Hours Served	# of Vols
Number of Volunteers serving 15 - 19 Hours per week	<input type="text"/>
20 - 29 Hours per week	<input type="text"/>
30 - 40 Hours per week	<input type="text"/>
Volunteer Leaders	# of Vols
Number of Senior Companion Leaders	<input type="text"/>
Senior Companions recruited by Senior Companion Leaders	<input type="text"/>
Community Volunteers recruited by Senior Companion Leaders	<input type="text"/>
Volunteer Client Ratio	# of Vols
Serve 1 client weekly	<input type="text"/>
Serve 2 clients weekly	<input type="text"/>
Serve 3 - 5 clients weekly	<input type="text"/>
Serve 6 - 10 clients weekly	<input type="text"/>
Serve 11 or more weekly	<input type="text"/>

Step (7) SCP Client Information: Fill in the number of clients in each field.

Service Information

Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SCAMA001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

City of Boston-Elderly Affairs

For more Information click here ?

Clients Served	# of Clients
Total number of clients served	<input type="text"/>
Number of potential clients awaiting services of a Senior Companion	<input type="text"/>
Ages of Clients Served	# of Clients
Ages 22 - 44	<input type="text"/>
Ages 45 - 64	<input type="text"/>
Ages 65 - 74	<input type="text"/>
Ages 75 - 84	<input type="text"/>
Ages 85 or higher	<input type="text"/>

Step (8) SCP Special Needs Served

Each type of special need served has 2 columns: “# of Vols”, “# of Clients”

- “For # of Vols”, please fill in the number of volunteers. If zero then please enter a “0”
- “# of Clients”, please fill in the number of volunteers. If zero then please enter a “0”

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 08SCAMA001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

City of Boston-Elderly Affairs
Comm
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Boston, MA 02201

Special Needs	# of Vols	# of Clients
Alzheimer's Disease	<input type="text"/>	<input type="text"/>
Chronic Care Disabilities/Frail Elderly	<input type="text"/>	<input type="text"/>
Developmentally Disabled Adult	<input type="text"/>	<input type="text"/>
Emotionally Impaired Adult	<input type="text"/>	<input type="text"/>
Hearing Impaired Adult	<input type="text"/>	<input type="text"/>
Short-Term Disabilities	<input type="text"/>	<input type="text"/>
Substance Abuse (Adult)	<input type="text"/>	<input type="text"/>
Terminally Ill Adult	<input type="text"/>	<input type="text"/>
Visually Impaired Adult	<input type="text"/>	<input type="text"/>
Caregivers receiving respite through Senior Companion Services	<input type="text"/>	<input type="text"/>
Other Special Needs	<input type="text"/>	<input type="text"/>

Step (9) Faith-based Stations: Fill in the total number of faith-based volunteer stations and the number of total volunteers serving with these stations.

Note: Other Volunteer Station is collected via the Station Rosters submitted to the State Office at the time of the grant application submission

Stations Review and Submit	Faith Based Stations	# of Stations	# of Vols
	Total number of faith-based Stations / Volunteers	<input type="text"/>	<input type="text"/>

Step (10) Review and Submit:

- Click on “View/Print PPVA Report” to confirm your responses.
- If you need to change any responses you can do so by clicking “edit” in the appropriate section(s).
- After editing, click “View/Print PPVA Report” again to confirm your answers are correct.

Click “Submit PPVA Report” to complete the final step. This step submits your report to your Program Manager in the State Office.

Demographics Service Information Client Information Service Categories Stations Review and Submit	Review and Submit Please review and submit your information Grant# 08SRSKY001 - RSYP Due Date: 11/30/2008 Status: PPVA Initial Entry Reporting Period: 07/01/2007 - 06/30/2008 Demographics: edit Service Information: edit Client Information: edit Service Categories: edit ← Stations: edit Available Actions: View/Print PPVA Report ← Submit PPVA Report →
Grant Info Grant #: 08SRSKY001 Project Period 01/01/2008 - 12/31/2010	
Legal Applicant Info Community Action Council Lexington-Fayette PO Box 11610 710 West High Street Lexington, KY 40576	

Questions? Please contact your Program Manager in the Corporation State Office.